



DELAWARE DEPARTMENT OF AGRICULTURE
FOREST SERVICE
REDDEN STATE FOREST LODGE
APPLICATION FOR RENTAL

DATE APPLICATION SENT TO RENTER: _____

Name of Person Responsible: _____ SS# _____
(For refund purposes only)

Name of Group/Organization: _____

Date(s) requested: _____ Alternate Date(s): _____

Type Use: _____ Daily _____ Evening _____ Weekend _____ Overnight

Check in time: _____ **Weekend guests must check in by 4 p.m. Friday**

Organization/Group: _____

Street Address: _____

City, State & Zip Code: _____

Daytime phone : (____) _____ Evening phone: (____) _____

Purpose for Lodge use: _____

Number of attending: _____ Age ranges of attendees: _____

At the sole discretion of the Delaware Department of Agriculture, a violation of any Redden State Forest Lodge rules could result in the forfeiture of any fee and removal from the premises.

I certify that I have read the attached rules and **regulations and assume full responsibility for all activities at the Lodge during the rental period.** Furthermore, I agree to hold the Delaware Department of Agriculture harmless from liability for any and all damage to property or injury to any person that may occur during the Lodge rental.

Signature of Person Responsible Date

For Department Use Only

Reservation Deposit Date Received _____ Ck/Cash _____ Ck # _____

Security-Damage Deposit Date Received _____ Ck/Cash _____ Ck # _____

Received by: _____ PSD _____ Approved by: _____

Security-Damage Deposit Returned _____
Date

6.0 REDDEN STATE FOREST LODGE

- 6.1 Maximum Lodge capacity is 45 persons (overnight use).
- 6.2 The organization or individual renting the Lodge must be at least 21 years of age and provide a minimum of one adult supervisor per ten youths. Youths are defined as people under the age of 18 and adults as having reached the age of 21.
- 6.3 The use or possession of illegal drugs is strictly prohibited. Additionally, alcoholic beverages are prohibited (unless approved in writing by the DFS). Smoking and the use of other tobacco products are prohibited inside the Lodge.
- 6.4 Unauthorized heating equipment is prohibited in the Lodge. The fire alarm system is designed for the protection of all those who use the Lodge and the structure itself. **Any misuse or intentional activation of this and other alarms is strictly prohibited and legal action(s) will be taken pursuant to Delaware Code.**
- 6.5 The use or possession of **firearms or other weapons (except as permitted for legal hunting outside the safety zone, or as approved in writing by the Delaware Forest Service)**, etc., is strictly prohibited.
- 6.6 No outside fires may be started at any time in the vicinity of the Lodge, except in the permanent grills installed on site and the fire pit area, or as approved in writing by the Delaware Forest Service.
- 6.7 Service dogs are permitted; no other pets shall be permitted within or near the Lodge.
- 6.8 An adequate supply of firewood will be provided and placed on the back porch. Please do not retrieve additional wood from the shed/storage area. No charcoal, wax logs, or other materials shall be used in the fireplaces.
- 6.9 No sleeping facilities are provided at the Lodge. There are cooking facilities and tables and chairs for eating. There are no pots, pans, dishes, or serving articles. Do not move any furniture or fixtures. **Folding tables and chairs are not permitted outside the Lodge.**
- 6.10 The telephone at the Lodge is provided for emergencies, local calls, and credit card or collect long distance calls and is only for use by adults, except in emergencies. You must dial 9 before placing any call. The number for the Lodge phone is (302) 856-5939, and incoming calls can be received. Please remember this telephone is only to be used when necessary and is not for social calls. It is the responsibility of the applicant to honor these restrictions and inform all lodge users of the telephone restrictions. If the telephone restrictions are not honored, the Delaware Forest Service reserves the right to remove the telephone at any time.
- 6.11 Lodge Rental Fees, Reservations, Deposits, and Cancellations
 - 6.11.1 Reservations shall be made on a first-come, first-served basis. To secure a reservation, a completed application and the full Lodge user fee must be received at least 120 days prior to the desired reservation date.

6.11.2 **A security-damage deposit in the amount of \$100.00 must be received at the time of check-in.**

If the security-damage deposit is not paid prior to check-in, the person/group/organization will not be permitted use of the lodge. The security-damage deposit will be returned within 5 days after check-out, if the lodge is found in good condition. If the lodge is not found in good condition, an itemized list of charges will be provided to the person/group/organization.

6.11.3 Cancellation policy: Reservations must be canceled at least fifteen (15) working days prior to the arrival date. If this cancellation policy is not followed, the reservation deposit will be forfeited. The security-damage deposit will be refunded for all cancellations.

6.11.4 Types of Use

6.11.4.1 Daily: 9 a.m. - 3 p.m.

6.11.4.2 Evening: 4 p.m. - 10 p.m.
(Must check in by 4 p.m.)

6.11.4.3 Weekend: Friday 4 p.m. - Sunday 10 p.m.
(Must check in by 4 p.m.)

6.11.4.4 Weekday Overnight: 4 p.m. - 8 a.m.

6.11.5 Lodge Rental Fees:
Lodge user fees shall be as follows:

6.11.5.1 May 1 to September 30

6.11.5.1.1 \$140 Daily, Evening Use, and Weekday Overnight

6.11.5.1.2 \$325 Weekend Use

6.11.5.2 October 1 to April 30
(Increased fees due to heating expenses)

6.11.5.2.1 \$150 Daily, Evening Use, and Weekday Overnight

6.11.5.2.2 \$375 Weekend Use

6.11.5.3 **Checks should be made payable to:
Delaware Department of Agriculture**

6.11.5.4 **Payments and application should be mailed to:**

**Redden State Forest
18074 Redden Forest Drive
Georgetown, DE 19947
(302) 856-2893
Weekdays: 8 a.m. - 4:30 p.m.**